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PART-IIA

GOVERNMENT OF MEGHALAYA

NOTIFICATIONS

The 27th November, 2019.

MEGHALAYA STATE POLLUTION CONTROL BOARD SERVICE REGULATION, 2019

No.MPCB/GEN-23/PT-I/2019-2020/ 86. - *In exercise of the powers conferred by sub-section 3 (A) of Section 12 of the Water (Prevention and Control of Pollution) Act, 1974 (Central Act No. 6 of 1974), the Meghalaya State Pollution Control Board with due approval of the State Government vide No.FOR.55/2017/159 dated Shillong the 13th November 2019 (Annexure-VII) hereby makes the following Regulations for regulating the methods of recruitment and terms & conditions of service of the Officers and Staff of the Meghalaya State Pollution Control Board as follows:*

CHAPTER-I PRELIMINARY

1. Short title, commencement and application:

- (1) These Regulations shall be called 'The Meghalaya State Pollution Control Board Service Regulation, 2019'.
- (2) They shall come into force from the date of notification in the Gazette of Meghalaya.
- (3) These Regulations shall be applicable to all the Officers and Employees of the Meghalaya State Pollution Control Board appointed in accordance with these Regulations.
- (4) They shall not apply to Casual and Daily Rated employees, persons appointed on contract for a period of less than six months or scaled pay and to the Officers borrowed from the Central Government, any State Government, local or other Authorities:

Provided that employees whose services have been obtained on deputation by the Board, shall be governed by such terms and conditions as may be settled by the Appointing Authority of the parent organization of the employee on deputation in consultation with the Board:

Provided further that the Board with the prior approval of the State Government may send on deputation any of its employees to any department or organization under administrative control of either the Union Government or the State Government on such terms and conditions as may be settled by the Board in consultation with the borrowing department or organization. However the period of deputation shall not exceed three years

CHAPTER-II DEFINITIONS

2. Definitions:

In these Regulations, unless the context otherwise requires:

- (i) **'Act'** shall mean the Water (Prevention and Control of Pollution) Act, 1974 in which the Board is entrusted power and function.
- (ii) **'Appointing Authority'** means:
 - (a) The Chairman of the Board for posts carrying the scales of Pay of Rs. 45600-101400/- and above-Grade 'A' categories.
 - (b) The Member Secretary of the Board for posts carrying the scales of Pay of Rs. 43700-97100/- and below-Grade 'B', 'C' & 'D' categories.
- (iii) **'Board'** shall mean the Meghalaya State Pollution Control Board.
- (iv) **'Cadre'** shall mean an employee of the Board belonging either to the Administrative cadre, Finance & Accounts cadre, the Engineering cadre, the Legal cadre, the Scientific cadre, or the Information & Technology cadre appointed under the Board;
- (v) **'Chairman'** shall mean the Chairman of the Meghalaya State Pollution Control Board appointed by the State Government;
- (vi) **'Deputation'** shall mean transfer to an equivalent or higher post;
- (vii) **'Diploma or Certificate'** means a Diploma or Certificate awarded by a recognized University established by law in India or by an Authority recognized by the Government of India or Meghalaya;
- (viii) **'Direct Recruitment'** means appointment against a post sanctioned for a period exceeding three years in accordance with these Regulations, other than by promotion or transfer from any civil service or Government or local or other authorities but shall not include appointment made on contract basis;
- (ix) **'Employee'** means any person employed for service of the Board;
- (x) **'Member Secretary'** means the Member Secretary of the Board appointed by the State Government;
- (xi) **'Officer of the Board'** means an officer or official employed for service of the Board;
- (xii) **'Percentage of total marks'** means where the qualifying examinations consist of more than one examination, the percentage of the average of all marks secured in such qualifying examinations;
- (xiii) **'Post'** means a post carrying a definite scale of pay in the Board;
- (xiv) **'Promotion'** means the appointment of an employee from a post of scale of pay of service to a higher post or higher scale of pay or higher service;

- (xv) **'Qualifying Examinations'** means the examination or the examinations prescribed as the minimum qualification required for appointment in respect of any post or categories of posts as specified in these Regulations;
- (xvi) **'Regulation'** means the Meghalaya State Pollution Control Board Service Regulation, 2019;
- (xvii) **'Scale of Pay'** means scale of pay applicable to any post appended in the Schedule- I to these Regulations;
- (xviii) **'Schedule'** means schedule appended to these Regulations;
- (xix) **'Scheduled Caste & Scheduled Tribe'** means caste specified in the Constitution (Scheduled Caste) Order, 1950 and 'Scheduled Tribe' means tribe specified in the Constitution (Scheduled Tribe) Order, 1950 as amended from time to time;
- (xx) **'Selection Committee'** means the Committee constituted by the Appointing Authority for the purpose of Recruitment in accordance with the provisions of these Regulations;
- (xxi) **'State Government'** means the Government of Meghalaya;
- (xxii) **'Union Government'** means the Government of India; and
- (xxiii) **'Year'** means a calendar year.

CHAPTER-III

STRENGTH, CADRE AND CLASSIFICATION OF SERVICES

3. Strength:

- (1) The strength and composition of services shall be such as may be determined by the Board from time to time.
- (2) At the commencement of these Regulations, the strength and composition of services shall be as shown in **Schedule-I** appended to this Regulation.
- (3) The Board may hold in abeyance any post or posts as and when considered necessary with the approval of State Government.

4. Cadre:

- (1) The services of the Board shall comprise the categories of posts as mentioned in Schedule-I appended to this Regulation. The Board may include any other category of post or posts under the service of the Board or exclude from the post listed in Schedule-I appended to this Regulation as and when felt necessary for smooth functioning of the Board and in the public interest temporarily for a period of not exceeding two years by the Board's decision and on permanent basis with due approval from the State Government.
- (2) Member of a cadre shall have no claim for appointment to any other cadre except in accordance with provisions made in these Regulations.
- (3) The Board by a Resolution may upgrade or downgrade post within the sanctioned strength;

Provided any addition to the existing strength of the cadre shall be with the approval of the State Government.

5. Classification of Services:

Subject to any modification that the Board may make from time to time the following shall be the classification of posts under the Board, namely:

- (i) Grade 'A'
- (ii) Grade 'B'
- (iii) Grade 'C'
- (iv) Grade 'D'

Note:-

- (i) *Grade 'A', Grade 'B', Grade 'C', Grade 'D' posts are the posts carrying scales of pay identical to the scales of pay of the posts belonging to such Grade in the State Government as revised from time to time.*
- (ii) *All Non-official Members of the Board shall be treated as Senior Grade. This class and grade of service will automatically stand modified accordingly and with effect from the same date as and when classification and gradation is modified by the State Government for their Officers and Staff.*
- (iii) *The status and rank of the employees of the Board shall be equal to the corresponding status and rank of the employees of the State Government and also the provisions of Rule 26 of Water Rules framed under the Water (Prevention & Control of Pollution) Act, 1974 (Central Act No.6 of 1974) by the Government of Meghalaya.*

CHAPTER-IV**RECRUITMENT AND APPOINTING AUTHORITIES****6. Recruitment:**

- (1) The Board shall follow the instruction as laid down in these Regulations regarding appointing authorities in respect of employees against different posts.
- (2) All appointments to the sanctioned post of the Board shall be made as per provisions laid down in this Regulation.
- (3) Recruitment against sanctioned posts shall be subject to the recommendations of the Selection or Assessment Committees.

7. Appointing Authorities:

The following shall be the Appointing Authorities:

- (1) The Chairman of the Board for posts carrying the scales of Pay of Rs. 45600-101400 and above for Grade 'A' categories.
- (2) The Member Secretary of the Board for posts carrying the scales of Pay of Rs. 43700-97100 and below for Grade 'B', 'C' & 'D' categories.

8. Disqualification for appointment:

- (1) No person shall be eligible for appointment in the Board:
 - (a) unless he or she is, citizen of India as defined in Article 5 and 6 of the Constitution of India, and
 - (b) if he has more than one wife living or in case of a female candidate who has married a person who has one wife living.
- (2) No person who attempts to obtain extraneous support by any means for his candidature from officials or non-officials shall be eligible for appointment in the Board.
- (3) No person who is dismissed from service under the Government of India or any State Government or any other Boards, Corporations, Organisations of the Government shall be eligible for appointment in the Board.
- (4) No person who is or has been permanently debarred or disqualified by the Union or any State Public Service Commission from appearing for any examinations or Selections conducted by it shall be eligible for appointment in the Board.
- (5) No person who is or has been convicted of an offence involving moral turpitude or who is or has been temporarily debarred or disqualified by the Union or any State Public Service Commission from appearing for examinations or selections conducted by it shall ordinarily be appointed to Board service unless, the Board after review of all the circumstances consider him suitable for such service.

9. Reservation of appointment:

The reservation for Scheduled Castes, Scheduled Tribes and Other Backward Castes shall be as per the reservation policy issued by the State Government from time to time in this regard.

10. Age on first appointment:

- (1) Every candidate for appointment must, as on the first date of January of the year of advertisement of the post or such other date as may be specified by the Appointing Authority, have attained the age of 18 years and not attained the age of 27 years on the first day of the year in which the advertisement for the post is notified.
- (2) In the case of candidates belonging to Scheduled Caste and Scheduled tribes, the upper age limit will be subject to relaxation made by the State Government from time to time. There will be no upper age limit for candidates who are already serving the Board.

11. Proof of Age:

- (1) In determining the age of an applicant, the date of birth as entered in the Birth Certificate issued by the Registrar of Birth for those born after the year 2003 and for those born before the year 2003, the date of birth as entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Registrar of matriculates maintained by a University which extract must be certified by the proper Authority of the University or in the Higher Secondary or Board of School Education or an equivalent examination certificate shall be accepted by the Board:

Provided that for recruitment to such posts from which the minimum educational qualification is below Matriculation, the date of birth as entered in the School Certificate duly countersigned by the Inspector of School of the concerned District shall be accepted by the Board.

- (2) Other documents relating to age like horoscope, affidavits, birth extracts from Municipal Corporation, Service Records and the like will not be acceptable.

12. Academic qualification:

Academic qualification of a candidate for appointment to the service of the Board by direct recruitment and by promotion shall be as prescribed in **Schedule-II** appended to this Regulation.

13. Medical Fitness Certificates:

Before joining any post in the Board for the first time, a candidate for direct recruitment, except where appointment is purely temporary (tenure which is less than one year) shall be required to undergo medical examination and produce a medical certificate of fitness that he is physically fit to discharge the duties that he may be called upon to do or perform.

14. Conditions relating to suitability and certificate of character:

- (1) No candidate shall be appointed to any service or post unless the Appointing Authority is satisfied that he has a good character and in all respects suitable for appointment in the service of the Board after due verification by the Police.
- (2) Every candidate selected by direct recruitment shall furnish to the Appointing Authority certificates given not more than six months prior to the date of his selection, by two respectable persons unconnected with his College or University and not related to him to testify his character in addition to the Certificates which may be required to be furnished from the educational institutions last attended or from the employer of the organisation where he was working prior to his selection.
- (3) If any doubt arises, regarding suitability of candidate for the post or service or the Board, the decision of the Appointing Authority shall be final.

15. Creation of posts:

For performing functions entrusted to the Board as provided in different provisions of various Central and State Acts, the Board may create such posts of such categories and of such scales of pay as the Board may deem necessary.

16. Appointment:

All appointment to any post of the Board shall initially be made on temporary basis.

17. Appointment by direct recruitment:

For appointment by direct recruitment-

- (i) Every candidate shall submit his application in the form prescribed by the Board along with such documents of proof.

- (ii) Every candidate for direct recruitment to any service or post may be required to pay such fees, if any, as may be prescribed by the Board.
- (iii) The recruitment shall be made on the basis of the percentage of total marks secured in the written examinations specified in respect of each post or categories or posts as specified in the **Schedule-II** appended to these Regulations and the total marks secured at the interview, by the Selection Committee.
- (iv) For the selection of candidates for interview, the Selection Committee shall in conformity with State Reservation Policy prepare a list of names of candidates on the basis of percentage of marks secured in the written examinations in the order of merit and where the percentage of marks in the qualifying examinations is the same in respect of two or more candidates, then the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit.
- (v) From among the candidates whose names are included in such list such number of candidates as is equal to twice the number of vacancies notified selected in the order of merit and as per State Reservation Policy shall be eligible for interview:
Provided that where in respect of any post or categories of posts, any preferential or desirable qualification (whether academic or otherwise) is specified then all the candidates possessing such qualification shall also be eligible for interview irrespective of the marks obtained by them in the qualifying examinations.

Note- Candidates called for the interview shall appear for such interview at their own expense at the appointed time and place. No travelling allowance/daily allowance is payable to them in this regard.
- (vi) Where the marks are given on the basis of their performance in the interview, the maximum marks for the interview shall be decided by the Board or Selection Committee. The object of such interview shall be to assess the suitability of the candidates and their caliber for appointment to the post applied for by such candidates.

18. List of selected candidates:

- (1) The State Reservation Policy in appointment to posts and services in the affairs of the State Government as enunciated in Government Resolution No. PER.222/71/138 Dated Shillong, the 12th January 1972 as amended from time to time shall be followed in the appointment to posts and services of the Board.
- (2) The Selection Committee or in the absence of such Committee, the Appointing Authority, as the case may be shall in accordance with the provisions referred to at sub-regulation (1) above, shall also prepare an additional list of names of candidates who are not included in the list referred to at sub-regulation (1) above, in which the number of candidates to be included shall as far as possible be 10 % of the number of vacancies notified:

Provided that if the Appointing Authority so requires, the number of candidates to be included in the list shall be such as may be specified by the Appointing Authority but not exceeding fifty percent for the number of vacancies notified.

- (3) The lists so prepared as specified in sub-regulation (1) & (2) above shall be in force for a period of one year with effect from the date of approval of the Selection Committee or the Appointing Authority unless its validity is extended with the approval of the Selection Committee or the Appointing Authority as the case may be for a period not exceeding six months:

Provided that in the event of any great lapse in the conduct of performance of duties on the part of any persons in the Select list, the Appointing Authority, may if think fit remove the name of such person from the Select List, where the name of such persons appears in the List which has been finalized in consultation with the Selecting Authority, the Selecting Authority shall be consulted. The reasons for doing so shall be recorded in writing.

19. Appointment of candidate:

Candidate whose name is in the list as specified in Regulation may be appointed by the Appointing Authority in the vacancy in the particular cadre or post in the order in which the names are found in select list normally within a period of thirty days. Mere inclusion of name of candidate in the Select list does not confer any right in favour of such candidates for such appointment.

20. Selection Committee:

For the purpose of direct recruitment there shall be a Selection Committee consisting of the following members for Grade 'A' Posts and Grade 'B', 'C' & 'D' posts respectively as follows:-

(1) For Grade 'A' posts-Scale of Pay Rs.45600-101400/- and above:

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|--|---|-----------------|
| 1. Additional Chief Secretary/ Principal Secretary/ Commissioner & Secretary to the Government of Meghalaya Forests & Environment Department | : | CHAIRMAN |
| 2. Principal Chief Conservator of Forests/Addl. Principal Chief Conservator of Forests, Social Forestry & Environment | : | MEMBER |
| 3. Chairman, Meghalaya State Pollution Control Board | : | MEMBER |
| 4. Regional Director, Regional Directorate, North Eastern Regional Office | : | MEMBER |
| 5. Member Secretary, Meghalaya State Pollution Control Board. | : | MEMBER CONVENER |

(2) For Grade 'B', 'C' & 'D' Posts-Scales of Pay Rs.43700-97100/- and below:

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|--|---|-----------------|
| 1. Chairman, Meghalaya State Pollution Control Board. | : | CHAIRMAN |
| 2. One Service Expert to be nominated by the Chairman of the Board | : | MEMBER |
| 3. One Specialist to be nominated by the Chairman of the Board | : | MEMBER |
| 4. Member Secretary, Meghalaya State Pollution Control Board | : | MEMBER CONVENER |

21. Appointment by Promotion:

Promotion to all posts shall be on the basis of Seniority-cum-merit. A candidate to an appointment on promotion shall be subject to assessment by an Assessment cum Selection Committee as follows:-

- (1) The Appointing Authority shall furnish to the Assessment-cum-Selection Committee:-
 - (a) Information about the number of probable vacancies cadre-wise.
 - (b) Approved gradation list of the employees showing the seniority.
 - (c) Names of employees in order of seniority eligible for promotion in the respective cadre.
 - (d) Performance Appraisal Reports or Annual Confidential Reports of the employees eligible for promotion together with all connected papers including commendation and verbal remark, if any, recorded in the PARs or ACRs.
 - (e) Information regarding suspension, disciplinary action proceedings drawn up and punishment inflicted, if any. If disciplinary proceeding drawn up, whether the same is pending or finalized. If finalized, the result thereof.
 - (f) Details about reservation including back-log, if any, in respective cadre.
 - (g) Any other document and information as may be considered necessary by the Appointing Authority or required by the Assessment-cum-Selection Committee. The Assessment cum Selection Committee shall have the right to call for such other records or information as might be necessary for the purpose of selection.
- (2) The Appointing Authority shall simultaneously request the Assessment cum Selection Committee to recommend and forward within one month a list of employees found suitable for promotion in order of preference.
- (3) Selection for promotion shall be made by the Assessment cum Selection Committee on the basis of efficiency-cum-merit with due consideration of seniority and suitability.
- (4) The Assessment cum Selection Committee after due consideration of all documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of employees ,in order of preference, found suitable for promotion. The number of candidates in such list shall be about double the number of probable vacancies.
- (5) In case the Assessment cum Selection Committee does not consider an employee suitable for promotion according to seniority, it shall record the reasons thereof in writing and forward the same to the Appointing Authority together with the list. However, he shall be considered for promotion in the next Assessment cum Selection Committee after lapse of one year only. The Appointing Authority shall consider the list so prepared and forwarded by the Assessment cum Selection Committee along with the ACRs, personal files and other records relating to the employees and approve the list unless he considers any change necessary.
- (6) If the Appointing Authority considers it necessary to take any change in the list received from the Assessment-cum-Selection Committee, he shall inform the Assessment cum Selection Committee of the change proposed and after taking into

account the comments, if any, of the Assessment-cum-Selection Committee, may approve the list finally with such modifications, if any as may, in his opinion be just and proper.

- (7) The inclusion of a candidate's name in the Selection-list shall not confer any right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.
- (8) The Select list shall remain valid for twelve months from the date of forwarding the same to the Appointing Authority.
- (9) No appointment shall be made from the Select list if the validity of which has expired.
- (10) In the event of any serious lapse in the conduct or performance of duties on the part of any employee in the approved Select list, either before or after preparation and approval of Select list, the Appointing Authority may, if he so thinks fit may remove the name of any such employee(s) from the Select list. In removing the name of employee(s) from the Select list, the Assessment cum Selection Committee be consulted.
- (11) The Appointing Authority after due examination of ACR, gradation list and other relevant records will select an employee or employees for promotion on the basis of efficiency-cum-merit and suitability with due regard to seniority.
- (12) In case the Appointing Authority does not select an employee who is senior to an employee selected for promotion under sub-regulation (11) above, the Appointing Authority shall record in writing the reasons for doing it.
- (13) The Chairman, with the approval of the Board may relax the detail extent of experience for promotion from one post to another under special circumstances.
- (14) For the purpose of appointment by promotion there shall be a Selection Committee consisting of the following members:

(a) ***For Grade 'A' Posts-Scales of Pay Rs. 45600-101400/- and above:***

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|----|--|---|--------------------|
| 1. | Additional Chief Secretary/ Principal Secretary/
Commissioner & Secretary to the Government Of
Meghalaya Forests & Environment Department. | : | CHAIRMAN |
| 2. | Principal Chief Conservator of Forest/Addl. Principal
Chief Conservator of Forests, Social Forestry
& Environment. | : | MEMBER |
| 3. | Chairman, Meghalaya State Pollution Control Board. | : | MEMBER |
| 4. | Regional Director, Regional Directorate, North Eastern
Regional Office. | : | MEMBER |
| 5. | Member Secretary, Meghalaya State Pollution Control
Board. | : | MEMBER
CONVENER |

(b) ***For Grade 'B', 'C' & 'D' Posts-Scales of Pay Rs. 43700-97100/- and below:***

- | | | | |
|----|--|---|----------|
| 1. | Chairman, Meghalaya State Pollution Control Board. | : | CHAIRMAN |
| 2. | Member Secretary, Meghalaya State Pollution Control
Board. | : | MEMBER |
| 3. | *Respective Head of Technical/Legal/Scientific/
Administrative/Accounts Branch. | : | MEMBER |

4. Administrative Officer, Meghalaya State Pollution Control Board. : MEMBER CONVENER

** To attend as and when promotion of employee(s) under their jurisdiction is/are to be recommended.*

22. Appointment by transfer within the service of the Board:

The Chairman may, in public interest and for reasons to be recorded in writing and also subject to any general or special orders that may be issued by the Board in its behalf appoint by transfer a Member belonging to Grade-C or Grade-D service from a post in one branch of service in the Board to a post carrying an equivalent scale of pay or grade in another branch of service in the Board.

23. Appointment on Deputation:

Notwithstanding anything contained in these Regulations the Chairman may with the approval of the Board, fill in under special circumstances, any post by obtaining the services of a suitable person from the Government department or other undertakings or other organisations on such terms and conditions as deemed fit. The period of deputation shall not normally exceed the limits prescribed by Government from time to time in this behalf or until his services are considered useful for purposes of the Board whichever is earlier.

24. Appointment on Contract:

Notwithstanding anything contained in these Regulation, the Appointing Authority, if it considers necessary for reasons to be recorded in writing appoint any person on contract basis for a period of one year for a specific purpose or as a consultant on service or other technical matter or obtain the services of a person for such purposes on such honorarium as may be specified by the Chairman.

25. Appointing authorities:

Appointing Authorities in respect of different categories of employees shall be as defined in Clause (ii) of Regulation 2 of this Regulation.

26. Mode of employment:

- (1) An employee of the Board shall be employed in such manner as the Appointing Authority may decide subject to the condition that an employee belongs to a particular branch of the cadre shall be employed within the same branch.
- (2) An employee of the Board shall be liable to be transferred and posted anywhere within the State of Meghalaya and in such case the employee shall not have any option against such transfer or posting.

CHAPTER-V

GENERAL CONDITIONS OF SERVICE

27. Joining time:

- (1) A candidate appointed by direct recruitment shall assume charge of the post specified by the Appointing Authority as soon as possible after the date of receipt of the order of appointment but not later than thirty days.
- (2) The Chairman of the Board may, at the request of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time, as he deems necessary, but not more than three months under any circumstances. The candidate who does not assume charge of the post within the time so granted shall forfeit his claim for appointment.

28. Probation:

- (1) On first appointment to any post in the Board, the employees shall be on probation for a period of two years excluding the period spent on extra ordinary leave.
- (2) The period of probation may for reasons to be recorded in writing be extended by the Appointing Authority by such period that the total period of probation, including extension, if any, shall not in any case exceed 3 (three) years.
- (3) The appointing authority shall, at the end of the period of probation, consider the suitability of the probationer to hold the post to which he was appointed and shall as early as possible issue an order declaring the probationer to have satisfactory completed his probation.
- (4) If the appointing authority comes to the conclusion that the Probationer is not found suitable to hold the post to which he was appointed, it shall by order discharge the probationer from service.
- (5) The order of discharge from service shall come into effect only after the order of discharge is confirmed by the Board in the case of holders of Grade 'B', Grade 'C' and Grade 'D' posts and by the State Government in case of holders of Grade 'A' posts. The order of discharge of probationer shall indicate the grounds for discharge but no inquiry shall be necessary. No order terminating the services of a probationer on the grounds of misconduct shall be passed except after an inquiry is held in which the employee is informed of the charge against him and he is given a reasonable opportunity of being heard as specified in clause (2) of Article 311 of the Constitution of India.
- (6) An order discharging the service of a probationer without holding an inquiry is appealable. Appeal against an order passed by the Chairman shall lie with the Board. Appeal against an order passed by the Board shall lie with the Government.

29. Liable to discharge during Probation, Training or Departmental Examinations:

The candidate selected for appointment shall, if required during the period of probation undergo training for a specific period and shall pass the obligatory departmental examinations prescribed for the post to which he or she is appointed on probation. A candidate who fails to complete the training, if any, or who fails to pass the prescribed examinations or who is otherwise found unsuitable to hold the post, is liable to be discharged at any time during or at the end of the probationary period.

30. Seniority:

- (1) The seniority of an employee in a particular cadre of service or class of posts shall be determined as follows:-
 - (i) Employees appointed substantively in clear vacancies shall be senior to all employees appointed on officiating or any other basis in the same cadre of service or class of post.
 - (ii) The seniority inter-se of employees who are confirmed shall be determined according to dates of confirmation but where the date of confirmation of any two employees is the same, their relative seniority will be determined by their seniority inter-se while officiating in the same post and if not, by their seniority inter-se in the lower grade.
 - (iii) Seniority inter-se of employees appointed on temporary basis will be determined by the dates of their continuous officiating in that grade and where the period of officiating is the same, the seniority inter-se in the lower grade will prevail.
- (2) Where employees are recruited to any service or a class of post by promotion and by direct recruitment, the officers directly recruited will take precedence over the promoted person in case where the date of appointment is the same.
- (3) When promotions to a class of post or cadre are made on the basis of seniority-cum-merit at the same time, the relative seniority shall be determined-
 - (i) If promotions are made from any one cadre or class of post by the seniority inter-se in the lower cadre or class of post.
 - (ii) If promotions are made from several cadres or classes of posts of the same grade by the period of qualifying service of those grades.
- (4) When promotions to a class or post are made on the basis of such several cadre or class of posts shall be deemed to include cadres or classes of posts from the same cadre or class of posts, by the order in which the candidates or employees are arranged in the order of merit by the appointing authority.

EXPLANATION:

For purposes of this Regulation 'several cadre or class of posts shall be deemed to include cadres or classes of posts of different grades from which recruitment is made in any specified order of priority in accordance with any special Regulations of Recruitment.

- (5) The decision regarding the seniority of direct recruits to a service or to a class of post shall be made by the appointing Authority at the time of their first appointment in one of the modes mentioned below:-
 - (i) When the recruitment is made on the result of a competitive examination, the order of seniority will be in the order of merit, or
 - (ii) When the recruitment is made by selection, the order of seniority will be determined by the order in which the candidates are arranged in the order of merit by appointing authority;

- (iii) When successful completion of a course of training is prescribed for recruitment to any post the seniority of those recruited after such training shall be determined on the basis of the order of merit-
 - (a) At the examination held at the end of such training, or
 - (b) At the selection for such training when an examination is not held.

The selection once taken shall be final and shall not be open to revision.

- (6) The transfer of an employee in public interest from one class or grade of service to another class or grade carrying the same pay or scale of pay shall not be treated as first appointment to the latter for purposes or seniority, and the seniority of the official so transferred shall be determined with reference to his first appointment from the class or grade which he or she was transferred:

Provided that where the transfer is made at the request of the employee he shall be placed in the seniority list of the class or grade of service to which is transferred, below all the employees borne on that class or grade of service on or before the date of the transfer.

Provided further that the seniority of an employee transferred in public interest vis-à-vis the employee actually holding the post in the class or grade which he is transferred shall be determined on the date of such transfer with reference to his first appointment to the class or grade from which he was transferred.

31. Confirmation:

- (1) Subject to availability of permanent post and substantive vacancy in respective cadre, an employee may be confirmed in his service subject to fulfillment of following conditions that:-
 - (i) He has satisfactorily completed the period of probation as referred to in Regulation 28 of this Regulation.
 - (ii) He has successfully undergone training when required within the probation period and has passed the departmental examination, if any, prescribed by the Board.
 - (iii) In the opinion of the Appointing Authority his work and conduct after the period of probation with or without training as the case maybe, is satisfactory.
 - (iv) He has completed at least three years of continuous service in the cadre including the service on higher post or service on deputation to equivalent or higher post.
- (2) Confirmation of an employee in a cadre shall be made on the basis of seniority subject to fulfillment of conditions referred to in clause (i) Sub-regulation (1) of this Regulation.
- (3) An employee shall have no right to claim confirmation if there is no substantive vacancy in a cadre.

32. Deputation:

- (1) A transfer on deputation to serve elsewhere than under the Board is not permissible except when such transfer is against a post of service under the State or Union Government or Public Sector undertakings or Autonomous or Statutory Bodies under the State or Union Government.
- (2) Subject to Sub-regulation (1) above, the Chairman may transfer an employee to serve on deputation if he is of the opinion that such transfer on deputation is in the greater interest of the Board or in the interest of the State or Union Government.
- (3) The terms and conditions of deputation shall be such as is agreed upon by the Chairman and the Authority to which the employee is deputed.
- (4) During the period of deputation the person so deputed will remain an employee of the Board and will be subject to such Rules and Regulations as is applicable to other employees of the Board other than payment of salary, leave salary, joining time pay, T.A., L.T.C. and medical facilities.
- (5) Subject to Sub-regulation (1) and (2) above, such deputation shall be as per the provisions of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984 and other Rules as applicable to the employees of the State Government from time to time.
- (6) The Chairman, if thinks fit and proper, may call back the person on deputation even before expiry of the period of deputation.

33. Termination:

- (1) Except as otherwise specified in the appointment, the service of an employee may be terminated by the Appointing Authority without notice—
 - (i) In the case of a probationer, during the period of probation or on its expiry, or
 - (ii) In the case of an employee, if such termination is the result of disciplinary action, or
 - (iii) In the case of an employee, if such termination takes place under an agreement which specifies the period of service or a date for termination of service.
- (2) The services of an employee may be terminated by the Appointing Authority—
 - (i) In the case of a temporary employee who has not completed one year of service after initial period of probation, by giving one month's prior notice or in lieu thereof, salary for one month or the period the notice falls short of one month.
 - (ii) In the case of a permanent employee or a temporary employee who has completed one year of service after initial period of probation, by giving three months prior notice or in lieu thereof, pay salary for three months or the period the notice falls short of three months.
- (3) All dues of an employee whose service has been terminated under this Regulation shall be paid before expiry of one week from the day on which his employment is terminated.

34. Resignation:

No employee shall quit the service of the Board without giving three months prior notice to the Chairman or in lieu thereof pay to the Board an amount equivalent to his salary last drawn for three month's or the period the notice falls short of three months:

Provided that the Chairman at his discretion may relax or waive the resignation regarding the period of notice or payment to the Board in lieu of notice when an employee of the Board ends his service by resignation.

35. Duties and responsibilities of Board's Employees:

- (1) Considering the duties and responsibilities entrusted to the employees of the Board under various cadres, it is clear and explicit that the services rendered by the employees are purely and absolutely 'Public Service' in nature.
- (2) Further considering the reference of the Constitution of India, the employees of the Board are bestowed with an important responsibility for maintaining and preserving the wholesomeness of environment and well-being of the human being.
- (3) Every employee working in the Board should invariably be seriously concerned about their duties and responsibilities as public servant.

36. Fixing up of duties and responsibilities of employees of the Board:

- (1) The duties and responsibilities of the employees of the Board are normally concerned with the statutory provisions of the existing Environmental Acts and Rules. However, the authorities of the Board shall notify cadre wise and service wise specific duties and responsibilities of all the employees after approval of this Regulation, so that the authorities of the Board can assess and monitor all activities or a specific activity and can ascertain the rate of development and progress of such activities for a better administrative control and in the greater public interest. This will help the Board authorities for assessing the achievements, the rate of success and commitment of the employees against their entrusted duties and responsibilities.
- (2) All other Rules including Orders & Notifications issued by the State Government from time to time shall as relevant to the functions of the Board be applicable to the employees of the Board.

37. Applicability of relevant provisions of Rules, Orders and Notifications:

In respect of any matter for which provision has not been made in the Meghalaya State Pollution Control Board Service Regulation, the relevant provisions of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984, Orders and Notifications issued by the State Government from time to time, so far as they relate to the employees of the Board are adopted for application to the employees of the Board.

38. Time bound advancement and grant of special promotion to senior scale of pay:

The Technical, Legal, Scientific, Administrative and Accounts staff shall be extended the benefit of Time Bound Advancement and grant of special promotion to senior scale of pay in

accordance with the orders issued by the State Government from time to time and adopted by the Board.

39. Retirement:

- (1) The age of superannuation and the date of retirement of an employee of the Board shall be the same as prescribed by the State Government from time to time.
- (2) The rules relating to Compulsory Retirement, Premature Retirement & Voluntary Retirement of the employee of the Board shall be as per the provisions of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984 and other rules as applicable to the employees of the State Government from time to time.
- (3) Notwithstanding anything contained in Sub-regulation (1) above, the Chairman, with previous approval of the Board and in the interest of the Board's service and in exceptional circumstance, may grant extension in service to an employee who has attained the age of superannuation by a period not exceeding one year at a time. But such extension of service shall not go beyond the age of sixty two.
- (4) In case of all such extension of service, all retirement benefit shall be paid to the employee within one month from the date of retirement of the person concerned. The extended service of the employee of the Board should be treated as new service and his appointment shall be done as contract service.

**CHAPTER-VI
PAY AND ALLOWANCES**

40. Pay structure:

Unless otherwise specified by the Board the pay, all allowances, medical facilities and other financial benefits such as House Building Advance (H.B.A), Motor Car Advance, Scooter Advance, Children Education Advance and Festival Advance of the employees of the Board shall be the same as those enjoyed by the State Government employees holding equivalent posts and status. The pay structure of the posts in the cadres of service on the date of commencement of these Regulations is as shown in Column 4 of **Schedule-I** appended in this Regulation.

Note- Three non-compounded advance increments shall be admissible at the entry level of recruitment, to persons possessing the degree of Ph.D awarded in a relevant discipline by a recognized University for the posts of Engineers and Scientists and two non-compounded increments shall be granted to the Engineers and Scientists who complete their Ph.D Degree in a relevant discipline while in service, and such Ph.D is awarded by a recognized University.

41. Increment and pay:

- (1) When a probationer is declared to have satisfactorily completed his probation he shall draw, as from the date of such order takes effect, the pay he would have drawn had he been allowed the increments for the increments of the whole of his service from the date of his appointment on probation.

- (2) Date of Increment shall be granted to all employees of the Board from the 1st day of July every year.
- (3) Stagnation increment shall be entitled to an employee, whose basic pay has reached the maximum of the scale of pay, shall continue to draw increment beyond the maximum of the scale for six years at the rate last drawn by him as increment before reaching the superannuation.

42. Employees Provident Fund:

- (1) A Board employee shall be required to contribute to Provident or other similar Fund in accordance with such conditions as the Board may by Regulations prescribed.
- (2) Pension benefits to the employees of the Board on retirement shall be as per the provisions contained in the Employees Provident Funds and Miscellaneous Provisions Act, 1942 with Employee's Provident Fund Scheme, 1952, the Employee's Pension Scheme, 1995 and the Employee's Deposit-linked Insurance Scheme, 1976.

43. Gratuity:

- (1) The employees of the Board shall be entitled to the benefit of gratuity as per existing provision of the State Government or the Payment of Gratuity Act, 1972.
- (2) The employees of the Board, whether appointed on time scale of pay or on fixed pay, on retirement or on death while in service or on quitting the service under the Board shall be entitled to gratuity at par with and as admissible from time to time to the employees of State Government under the said Payment of Gratuity Act, 1972 and Rules made there under.

CHAPTER-VII

44. Leave:

- (1) Every Employee shall obtain prior sanction before he absents himself from duty.
- (2) The Regulation prescribing the various kinds of leave to which the employees of the Board are entitled and the conditions on which such leave shall be sanctioned shall be in accordance with the provisions contained in the Meghalaya Fundamental Rules and Subsidiary Rules, 1984 mutatis mutandis.

CHAPTER-VIII

MISCONDUCT, PENALTY AND APPEAL

45. Application of Rules for governing misconduct, Disciplinary and Appeal:

Notwithstanding anything contained in these Regulations, the employees of the Board shall be strictly governed by the following Rules in matters relating to breach of conduct, penalty for misconduct, etc while serving the Board, namely-

- (a) The Meghalaya Services (Conduct) Rules, 1990
- (b) The Meghalaya Services (Discipline & Appeal) Rules, 2011
- (c) Other Rules, Orders & Notifications issued by the State Government as applicable to the employees of the State Government.

46. Impersonation or submitting fabricated documents, etc in case of direct recruitment:

A candidate who is appointed through direct recruitment, if subsequently found guilty of Impersonation or of submitting fabricated documents which have been tampered with or of making statements which are incorrect or false or of suppressing the material information or of using or attempt to use unfair means in the process of selection for recruitment or otherwise resorts to any other irregular or improper means of bringing undue pressure in connection with his recruitment may in addition to rendering himself liable to criminal prosecution where found necessary and to disciplinary proceeding be debarred either permanently or for a period specified by the Appointing Authority, for any posts in relation to which he is the Appointing Authority.

47. Appeal:

An employee of the Board may appeal against an order imposing on him any of the penalties to the Appellate Authority shown below:-

- (a) Where the appointing authority is the Member Secretary, appeal will lie with the Chairman of the Board.
- (b) Where the appointing authority is the Chairman of the Board, appeal will lie with the Government in the Forests & Environment Department.

CHAPTER-IX RECORDS OF SERVICE AND PERFORMANCE

48. Maintenance of records of service:

The following records of service shall be maintained for each individual employee:

- (a) Personal File.
- (b) A Service Book in prescribed form shall be maintained for every employee. In this book every step in the employee's official life shall be recorded and each entry shall be attested by the officer who draws his salary or by such other officer as may be decided by the Chairman.

49. Performance Appraisal Reports and Annual Confidential Reports:

There shall be a Confidential Report in the form appended to these Regulations in respect of the holders of the posts belonging to Grade-C service and above as follows:-

(a) Annual Confidential Reports:

- (i) An Annual Confidential Report shall be written by the Reporting Authority in respect of every employee of the Board in Form-A or Form B for every year and forwarded to the Reviewing Authority within one month of the close of the year ending 31st December.
- (ii) The Confidential Report shall also be written when either the Reporting Authority of the official of the Board relinquished charge of the post and in such case it shall be written at the time of relinquishment of the post or immediately thereafter and forwarded to the Reviewing Authority.

- (iii) Where the Reporting Authority has not seen and the Reviewing Authority has seen the performance of an employee of the Board for at least three months during the period for which the Confidential Report is to be written, the Confidential Report of any such officer or employee of the Board for any such period shall be written by the Reviewing Authority and forwarded to the Accepting Authority and both the Reporting Authority and the Reviewing Authority have not seen and the Accepting Authority has seen the performance as aforesaid of any such officer or employee of the Board during any such period, the Confidential Report shall be written by the Accepting Authority.
 - (iv) Where the Reporting Authority, the Reviewing Authority and the Accepting Authority have not seen the performance of an employee for at least three months during the period of which a report is to be written, an entry to effect shall be made that, in the Confidential Report for any such period by the Accepting Authority.
- (b) Review of the Confidential Reports:**
- (i) The Confidential Report shall be reviewed by the Reviewing Authority and forwarded to the Accepting Authority ordinarily within one month of its receipt.
 - (ii) Where the report is written by the Reviewing Authority or where Reviewing Authority has not seen and the Accepting Authority has seen the performance of an official of the Board for at least three months during the period for which the Confidential Report is written, the Confidential Report of any such officer or employee of the Board for any such period shall be reviewed by the Accepting Authority ordinarily within one month of its receipt.
 - (iii) It shall not be competent for the Reviewing Authority or the Accepting Authority as the case may be to review any confidential Report unless such authority has seen the performance of the official of the Board for at least three months during the period for which report has been written and in every such case an entry to that shall be made in the Confidential Report.
- (c) Acceptance of Confidential Reports:**
- (i) The Confidential Report after review shall be accepted with such modification as may be considered necessary by the Accepting Authority ordinarily within one month of its receipt.
 - (ii) Notwithstanding anything contained in sub-regulation (a) and (b) of Regulation 49 above, where the Accepting Authority writes or reviews the Confidential Report of any employee of the Board, it shall not be necessary to further review or accept any such report.
- (d) Time Limit For Writing The Reports:**
- Notwithstanding anything in sub-regulation (a), (b) & (c) above, it shall not be competent for the Reporting Authority or Reviewing Authority or Accepting Authority or any other authority to write, accept or to record any views in Confidential Reports:

(i) After completion of 12 (twelve) months in case of officers belonging to Grade 'A' and 6 (six) months in case of officers or employees belonging to Grade 'B' and Grade 'C' from the date following the last date of the period for which the report was required to be written.

(ii) Where the authority:

(a) Has retired from service if he was an employee of the Board; or

(b) Has demitted office in other cases.

(e) Punishments:

The pendency of any disciplinary proceedings shall not be recorded in the Confidential Report in respect of any Board employee, unless such proceedings are in respect of charges relating to his integrity. A copy of the final order in all disciplinary proceedings shall however be included in the officers' or employees' Confidential Record.

(f) Communication of remarks:

(i) All adverse remarks in the Confidential Report shall be communicated in writing by the Accepting Authority or any other authority empowered by the Board in this behalf, to the employee of the Board concerned, ordinarily within 2 (two) months from the date of acceptance. While communicating an adverse remark, a short summary of the good points shall also be communicated but the name of the officer or employee recording remarks shall not be communicated to the official or employee of the Board reported upon. Where a report shows that the officer or employee of the Board has made successful efforts to remedy the defects to which his attention has been drawn previously, it shall be communicated to him.

(ii) When an officer or employee has done outstanding work in the course of a year and earned appreciation, the Accepting Authority shall communicate it to him.

(iii) The fact of communication of remarks under the above Regulations shall be recorded in the report.

(g) Representation against adverse remarks:

(i) Every official of the Board to whom adverse remarks are communicated, may within six weeks from the date of receipt of such communication to him, submit his representation if any, against the said remarks through proper channel, to the authority to which the Accepting Authority is immediately subordinate or to any other authority empowered by the Board in this behalf:

Provided that for sufficient cause shown, a representation submitted after the said period of six weeks may be received and taken into consideration:

Provided further that a representation against adverse remarks submitted within the stipulated time by a retired Board employee shall also be taken into consideration if the adverse remarks were communicated to him while he was in service.

- (ii) Decision on such representation shall be taken expeditiously by the authority referred to above and communicated to the official of the Board or retired official of the Board concerned. The decision of the said authority shall be final.

(h) **Removal of difficulties:**

If any difficulty arises in identifying the Reporting Authority or Reviewing Authority or Accepting Authority in respect of official of the Board whose Confidential Report has to be written, reviewed or accepted, the Appointing Authority in relationship to the said official of the Board may by order specify the Reporting authority, the Reviewing Authority as the case may be. The decision of the Appointing Authority in this behalf shall be final.

(i) **Reporting, Reviewing and Accepting Authorities:**

For incumbents holding Grade 'A', Grade 'B', Grade 'C' posts the following shall be Reporting, Reviewing and Accepting Authority, namely-

(1) Reporting Authority:

Officers immediately superior to the official in respect of whom the report is written.

(2) Reviewing Authority:

Officer immediately superior to the Reporting Authority.

(3) Accepting Authority:

For incumbents holding Grade 'A' posts will be the Chairman

For incumbents holding Grade 'B' and 'C' posts will be the Member Secretary

CHAPTER-X

METHOD OF RECRUITMENT AND CLASSIFICATION OF POSTS

50. Method of recruitment:

- (1) Recruitment to any service or a post or categories of posts shall be made in the manner prescribed under Rule 17 of this Regulation as follows:
- (a) By direct recruitment which may be either by competitive examination or by selection or,
 - (b) By promotion which may be either by selection or on the basis of seniority-cum-merit or,
 - (c) On deputation or,
 - (d) On contract.

- (2) The methods of recruitment and qualification in relation to each post or categories of posts shall be as specified in **Schedule-II** appended to these Regulations;

Provided that where the method of recruitment is specified, as by selection, such selection shall be made after the interview by the Advisory or Selection Committee or the Appointing

Authority where no such Advisory or Selection Committee has been constituted as the case may be:

Provided further that for the purpose of promotion by selection, the number of candidates to be considered shall be such number of candidates eligible for promotion in the order of seniority.

- (3) The categories of posts, the number of posts, the scales of pay and qualification in relation to such posts shall be as specified in the **Schedule-I** and **Schedule-II** appended to these Regulations.

CHAPTER-XI

RELAXATION, INTERPRETATION & REPEAL

51. Relaxation of Regulation:

Where the Board is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may, dispense with or relax the requirement of that rule and such an extent to subject to such conditions as it may consider necessary for dealing with the cases in a just and equitable manner; provided that the case of any person shall not be dealt in any manner less favourable to him than that provided in these Regulations.

52. Interpretation of Regulation:

If any question arises relating to the interpretation of these rules, the decision of the Board shall be final.

53. Repeal and savings:

- (1) The rules corresponding to these Regulations and in force immediately before the commencement of these rules are hereby repealed.
- (2) All order made or action taken under the rules so repealed or under any general orders ancillary thereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.
- (3) Such repeal shall not affect the previous operation of the said Rules, Regulations, Notifications, Orders or instructions and any action taken thereunder;
- (4) Any proceedings under the old Regulations, Notifications, Orders or instructions pending when these Regulations came into force, shall be continued and disposed as far as may be in the accordance with these Regulations, Notifications, Orders or instructions.
- (5) Nothing in these Regulations shall operate to deprive any employment whom these Regulations apply of any which has occurred to him under Regulations, Notifications, Orders or instructions repealed under sub-regulation (1) above in respect of any order passed before the commencement of these Regulations.
- (6) Appeals pending or preferred after the commencement of these Regulations shall be considered and disposed of under these Regulations.

C. P. MARAK,
CHAIRMAN,
Meghalaya State Pollution Control Board
Shillong.

SCHEDULE-I

[see Regulation 3(2), 4(1), 40 & 50(3)]

CLASSIFICATION, NOMENCLATURE & PAY SCALES

Sl. No.	Name of Post	Classification of Post	Pay Scales	No. of post	
				Sanctioned	Proposed
[1]	[2]	[3]	[4]	[5]	[6]
ENGINEERING					
1.	Chief Environmental Engineer	A	83900-142900	-	1
2.	Additional Chief Environmental Engineer	A	76900-134800	-	2
3.	Senior Environmental Engineer	A	71600-129200	1	3
4.	Environmental Engineer	A	62400-123100	2	5
5.	Assistant Environmental Engineer	A	45600-101400	5	10
6.	Junior Environmental Engineer	B	37800-86400	1	15
7.	Draftsman	C	30300-71600	1	-
8.	Tracer	C	22200-52400	1	-
9.	Plumber	D	17400-41000	1	2
LEGAL					
1.	Chief Law Officer	A	83900-142900	-	1
2.	Additional Chief Law Officer	A	76900-134800	-	1
3.	Senior Law Officer	A	71600-129200	-	1
4.	Law Officer	A	62400-123100	1	-
5.	Junior Law Officer	A	45600-101400	1	2
SCIENTIFIC					
1.	Chief Scientist	A	83900-142900	-	1
2.	Additional Chief Scientist	A	76900-134800	-	1
3.	Senior Scientist	A	71600-129200	1	-
4.	Scientist 'C'	A	62400-123100	2	-
5.	Scientist 'B'	A	49000-109100	3	1
6.	Senior Scientific Assistant	A	45600-101400	3	2
7.	Scientific Assistant	B	43700-97100	4	4
8.	Junior Scientific Assistant	C	37800-86400	3	7
9.	Senior Technical Asstt	C	30300-71600	1	-
10.	Technical Assistant	C	28400-67100	2	1
11.	Laboratory Assistant	C	26500-62400	4	6
12.	Field Attendant	C	22200-52400	1	5
13.	Sample Collector	D	17400-41000	10	5
14.	Lab Attendant	D	17400-41000	4	2
FINANCE & ACCOUNTS					
1.	Senior Finance & Accounts Officer	A	55500-116200	-	1
2.	Finance & Accounts Officer	A	45600-101400	-	1
3.	Junior Finance & Accounts Officer	A	43700-97100	-	2
4.	Senior Accountant	B	39400-90200	1	1
5.	Junior Accountant	B	37800-86400	2	2
6.	Cashier	B	37800-86400	-	1
7.	Accounts Assistant	C	30300-71600	-	4

ADMINISTRATION					
1.	Senior Administrative officer	A	55500-116200	-	1
2.	Administrative Officer	A	55500-116200	1	-
3.	Research Officer (Information & Publication)	A	49000-109100	1	-
4.	Establishment Officer	A	49000-109100	1	-
5.	Assistant Superintendent	B	42100-93900	1	1
6.	Upper Division Assistant	B	37800-86400	4	4
7.	Statistical Assistant (Information & Publication)	B	37800-86400	1	-
8.	Lower Division Assistant	C	30300-71600	12	4
9.	Typist	C	Gd-I: 30300-71600	-	2
			Gd-II: 26500-62400	-	2
			Gd-III: 22200-52400	4	-
10.	Library Assistant	C	24700-58400	1	1
11.	Store Keeper	C	22200-52400	1	1
12.	Driver	C	22200-52400-Senior Grade	10	5
			20600-48700		
13.	Duftry	C	19000-44800	1	-
14.	Handyman	D	17400-41000	1	-
15.	Peon	D	17400-41000	19	-
16.	Mali	D	17400-41000	1	-
17.	Chowkidar	D	17400-41000	3	2
18.	Cleaner	D	17400-41000	2	2
19.	Sweeper	D	17400-41000	2	2
STENOGRAPHER					
1.	Senior Grade	A	55500-116200	-	1
2.	Steno Grade-I	A	49000-109100	-	1
3.	Steno Grade-II	C	35100-82900	1	-
4.	Steno Grade-III	C	28400-67100	-	1
INFORMATION TECHNOLOGY					
1.	Information Technology Officer	A	71600-129200	-	1
2.	Assistant Information Technology Officer	A	55500-116200	-	1
3.	Programmer	A	45600-101400	-	1
4.	Assistant Programmer	B	37800-86400	-	1
5.	Data Entry Operator	C	28400-67100	2	2

SCHEDULE-II

[see Regulation 17(ii) and 50(2) & (3)]

MODE OF RECRUITMENT, EDUCATIONAL QUALIFICATION, EXPERIENCE, ETC. FOR THE POST

<i>Sl. No</i>	<i>Name of Post</i>	<i>Mode of recruitment, educational qualification, experience, etc</i>
ENGINEERING		
1.	Chief Environmental Engineer	100% by promotion from the cadre of Addl. Chief Environmental Engineer on seniority-cum-merit basis and should have rendered not less than 2(two) years of continuous service as Addl. Chief Environmental Engineer or 5(five) years of continuous service as senior Environmental Engineer.
2.	Additional Chief Environmental Engineer	100% by promotion from the cadre of Senior Environmental Engineer on seniority-cum-merit basis and should have rendered not less than 3 (three) years of continuous service as Senior Environmental Engineer.
3.	Senior Environmental Engineer	100% by promotion from the cadre of Environmental Engineer on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Environmental Engineer.
4.	Environmental Engineer	100% by promotion from the cadre of Assistant Environmental Engineer on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Assistant Environmental Engineer.
5.	Assistant Environmental Engineer	<p>70% by direct recruitment through Selection Committee, having Bachelor's Degree in Chemical/Environmental Engineering/Civil/Mechanical/Electrical & Electronics/Water Resources/Agricultural Engineering from a recognized University/Institution.</p> <p>30% by promotion from the cadre of Junior Environmental Engineer on seniority-cum-merit basis and should have rendered not less than 10 (ten) years of continuous service as Junior Environmental Engineer having 3 (three) years Diploma in Civil/Chemical/Mechanical/Water Resources/Agricultural Engineering Plastic Technology from a recognized Institution.</p>
6.	Junior Environmental Engineer	<p>70% By direct recruitment through Selection Committee, having 3 (three) years Diploma in Civil/Chemical /Mechanical/Water Resources/Agricultural Engineering/ Plastic Technology from a recognized Institution.</p> <p>30% by promotion from the cadre of Draftsman on seniority-cum-merit basis and should have rendered not</p>

		less than 5 (five) years of continuous service as Draftsman and possessing Draftsmanship certificate from a recognized technical institution.
7.	Draftsman	100% by promotion from the cadre of Tracer on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Tracer.
8.	Tracer	100% by promotion from Board employees holding lower posts on seniority-cum-merit basis having minimum qualification of Class X or equivalent examination passed from a recognized Institution and should have rendered 5 (five) years of continuous service.
9.	Plumber	By direct recruitment through Selection Committee, having Class VIII passed from a recognized School. Preference shall be given to project staff of the Board who has served more than 3 (three) years and having requisite qualification of plumbing certificate from a recognized institution.
LEGAL		
1.	Chief Law Officer	100% by promotion from the cadre of Addl. Chief Law Officer on seniority-cum-merit basis and should have rendered not less than 2(two) years of continuous service as Addl. Chief Law Officer.
2.	Additional Chief Law Officer	100% by promotion from the cadre of Senior Law Officer on seniority-cum-merit basis and should have rendered not less than 3 (three) years of continuous service as Senior Law Officer.
3.	Senior Law Officer	100% by promotion from the cadre of Law Officer on Seniority-cum-Merit basis and should have rendered not less than 5 (five) years of continuous service as Law Officer.
4.	Law Officer	100% by promotion from the cadre of Asst./Junior Law Officer on Seniority-cum-Merit basis and should have rendered not less than 5 (five) years of continuous service as Asst./Junior Law Officer.
5.	Assistant/Junior Law Officer	By direct recruitment through Selection Committee, having LL.B Degree from a recognized Institution with legal practice experience of 2 (two) years.
SCIENTIFIC		
1.	Chief Scientist	100% by promotion from the cadre of Addl. Chief Scientist on seniority-cum-merit basis and should have rendered not less than 25 years of service in the Board and 2 (two) years of continuous service as Addl. Chief Scientist or 5 (five) years continuous service as Senior Scientist.
2.	Additional Chief Scientist	100% by promotion from the cadre of Senior Scientist on seniority-cum-merit basis and should have rendered not less than 22 years of service in the Board and 5 (five) years

		of continuous service as Senior Scientist.
3.	Senior Scientist	100% by promotion from the cadre of Scientist 'C' on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Scientist 'C'.
4.	Scientist 'C'	100% by promotion from the cadre of Scientist 'B' on seniority-cum-merit basis and should have rendered not less than 5 (five) years of service as Scientist 'B'.
5.	Scientist 'B'	50% by direct recruitment through Selection Committee, having Master's Degree in Agriculture/ Forestry/ Chemistry /Botany/ Zoology/ Physics/ Environmental Science/Ecology & Environment/ Geology/ Pisciculture/Bio-Chemistry/Micro Biology and should possess not less than 7 (seven) years working experience in environment, pollution control research Laboratories or related fields in the cadre of Senior Scientific Assistant or equivalent posts or preferably PhD Degree holders. 50% by promotion from the cadre of Senior Scientific Assistant on seniority-cum-merit basis and should have rendered not less than 3 (three) years of continuous service as Senior Scientific Assistant.
6.	Senior Scientific Assistant	100% by promotion from the cadre of Scientific Assistant on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Scientific Assistant.
7.	Scientific Assistant	100% by promotion from the cadre of Junior Scientific Assistant on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Junior Scientific Assistant.
8.	Junior Scientific Assistant	100% by promotion from the cadre of Laboratory Assistant on seniority-cum-merit basis and should have rendered not less than 3 (three) years of continuous service as Laboratory Assistant.
9.	Laboratory Assistant	100% by direct recruitment through Selection Committee, having a Bachelor's Degree in science (Agriculture/ Forestry/Chemistry/Botany/Zoology/Physics/Environmental Science/ Ecology & Environment/ Geology/ Pisciculture/Bio-Chemistry/Micro Biology) from a recognized Institution or equivalent examination. Preference shall be given to Junior Scientific Assistant (under NAMP Scheme) who has served the Board more than 3(three) years and having requisite qualification.
10.	Senior Technical Assistant	100% by promotion from the cadre of Technical Assistant on seniority-cum-merit basis and should have rendered not

		less than 7 (seven) years of continuous service as Technical Assistant having a Certificate in Electronics/Instrumentation from a recognized Institution.
11.	Technical Assistant	By direct recruitment through Selection Committee of candidates having passed Class-XII with a Certificate in Electronics/Instrumentation from a recognized technical institution.
12.	Field Assistant	100% by promotion from Board's employees holding lower posts on seniority-cum-merit basis and having Class X or equivalent examination passed from a recognized Institution and should have rendered not less than 3(three) years of continuous service.
13.	Sample Collector	By direct recruitment through Selection Committee of candidates having Class VIII passed from a recognized School. Preference shall be given to Field Assistant (under NAMP Scheme) who has served the Board more than 3(three) years and having requisite qualification.
14.	Laboratory Attendant	By direct recruitment through Selection Committee of candidates having Class VIII passed from a recognized School. Preference shall be given to scientific project staff of the Board who has served more than 3 (three) years and having requisite qualification.
FINANCE & ACCOUNTS		
1.	Senior Finance & Accounts Officer	100% by promotion from the cadre of Finance & Accounts Officer on seniority-cum-merit basis and should have rendered not less than 5(five) years of continuous service as Finance & Accounts Officer.
2.	Finance & Accounts Officer	100% by promotion from the cadre of Jr. Finance & Accounts Officer on seniority-cum-merit basis and should have rendered not less than 5(five) years of continuous service as Jr. Finance & Accounts Officer.
3.	Junior Finance & Accounts Officer	50% by direct recruitment through selection committee, having minimum qualification of MBA in finance or two years full time PGDM in finance or equivalent from a recognized university/institution. 50% by promotion from the cadre of Senior Accountant on seniority-cum-merit basis and should have rendered not less than 5(five) years of continuous service as Senior Accountant.
4.	Senior Accountant	100% by promotion from the cadre of Junior Accountant on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Junior Accountant.

5.	Junior Accountant	By direct recruitment through Selection Committee. Candidates having Bachelor's Degree in Arts/ Science/ Commerce/ Business Administration or equivalent from a recognized Institution with knowledge in Accounting software.
6.	Cashier	By posting from the cadre of UDA
7.	Accounts Assistant	By posting from the cadre of LDA
ADMINISTRATION		
1.	Senior Administrative Officer	100% by promotion from the cadre of Administrative Officer and should have rendered not less than 5 (five) years of continuous service as Administrative Officer.
2.	Administrative Officer	100% by promotion on seniority-cum-merit basis from the cadre of Establishment Officer/Research (Officer Information & Publication) possessing a Degree in any stream and should have rendered not less than 5 (five) years of continuous service as Establishment Officer/Research (Officer Information & Publication).
3.	Research Officer (Information & Publication)	100% by promotion from the cadre of (1) Assistant Superintendent on seniority-cum-merit basis having Degree in any stream should have rendered not less than 3 (three) years of continuous service as Assistant Superintendent or (2) from the cadre of UDA/ Statistical Assistant (Information & Publication) on seniority-cum-merit basis with proficiency/experience in report writing/publication material and having Master's Degree in any discipline and should have rendered not less than 8 (eight) years continuous service as UDA/Statistical Assistant (Information & Publication).
4.	Establishment Officer	100% by promotion from the cadre of Assistant Superintendent having Degree in any discipline and should have rendered not less than 3 (three) years of continuous service as Assistant Superintendent.
5.	Assistant Superintendent	100% by promotion from the cadre of U.D.A on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as U.D.A having Bachelor's Degree in any discipline or equivalent from a recognized Institution.
6.	Statistical Assistant (Information & Publication)	100% by posting from the cadre of U.D.A having Bachelor's Degree in any discipline or equivalent from a recognized Institution with proficiency in report writing/publication material and Desktop Publishing.
7.	Upper Divisional Assistant	100% by promotion from the cadre of L.D.A on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as L.D.A and possessing

		Bachelor's Degree in any discipline.
8.	Lower Divisional Assistant	<p>70% By direct recruitment through Selection Committee, having Bachelor's Degree in any discipline from a recognized institution with knowledge in computer.</p> <p>30% by promotion from the cadre of Library Assistant/ Typist/Store Keeper/Duftry/Peon on seniority-cum-merit basis and possessing a Bachelor's Degree in any discipline from a recognized institution and should have rendered not less than 10 (ten) years of continuous service in the Board.</p>
9.	Library Assistant	100% by promotion from Board employees holding lower posts possessing Class-XII or equivalent examination passed from a recognized Institution with diploma in Library Science and should have rendered 3(three) years of continuous service.
10.	Store Keeper	100% by promotion from Board employees holding lower posts and possessing Class-XII or equivalent examination passed from a recognized Institution, preferably Degree Holders in any discipline and should have rendered 5(five) years of continuous service.
11.	Typist	<p>GRADE I: 100% by promotion from the cadre of Gd-II Typist on Seniority-cum-Merit basis and should have rendered not less than 5 (five) years of continuous service as Gd-II Typist.</p> <p>GRADE II: 100% by promotion from the cadre of Gd-III Typist on Seniority-cum-Merit basis and should have rendered not less than 5 (five) years of continuous service as Gd-III Typist.</p> <p>GRADE III: 100% by direct recruitment through Selection Committee, having Class XII or equivalent examination passed with basic knowledge of computer with minimum Speed of 40 w.p.m. in English Typing.</p>
12.	Driver	By direct recruitment through Selection Committee, having Class VIII passed from a recognized School/Institution and should possess a valid Professional Driving License for Light/Heavy Vehicles.
13.	Duftry	100% by promotion from the cadre of Peon on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Peon.
14.	Handyman	By direct recruitment through Selection Committee having Class VIII passed from a recognized School. Preference shall be given to project staff of the Board who has served more than 3(three) years and having requisite qualification.
15.	Peon	
16.	Mali	
17.	Chowkidar	
18.	Cleaner	50% by direct recruitment through employment Exchange

19.	Sweeper	having minimum qualification of Class VIII passed. Reservation as per Government Policy 50% from among the existing casual employees who have put in minimum of 10 (ten) years service.
STENOGRAPHER		
1.	Senior Grade	100% by promotion from the cadre of Stenographer Gd-I on seniority-cum-merit basis with 7 (seven) years working experience as Stenographer Grade-I and having a Bachelor's Degree in any discipline from a recognized Institution.
2.	Stenographer Grade -I	100% by promotion from the cadre of Stenographer Grade-II on seniority-cum-merit basis and should have rendered 5 (five) years of continuous service as Stenographer Grade-II having a Bachelor's Degree in any discipline from a recognized Institution.
3.	Stenographer Grade -II	100% by promotion from the cadre of Stenographer Grade-III on seniority-cum-merit basis and should have rendered 5 (five) years of continuous service as Stenographer Grade-III having a Bachelor's Degree in any discipline from a recognized Institution with the Speed Test of 120 wpm in English Stenography and 40 wpm in typing.
4.	Stenographer Grade -III	By direct recruitment through Selection Committee, having a Bachelor's Degree in any discipline from a recognized Institution with the Speed Test of 80 wpm in English Stenography and 40 wpm in Typing and should possess basic computer knowledge.
INFORMATION TECHNOLOGY		
1.	Information Technology Officer	100% by promotion from the cadre of Assistant Information Technology Officer on Seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Assistant Information Technology Officer having Bachelor's Engineering Degree in IT/Computer Engineering or Masters in Computer Science/Application or M.Sc., with PGD in Computer Science.
2.	Assistant Information Technology Officer	100% by promotion from the cadre of Programmer on Seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Programmer having Bachelor's Engineering Degree in IT/Computer Engineering or Masters in Computer Science/Applications or M.Sc. with PGD in Computer Science.
3.	Programmer	70% by direct recruitment through Selection Committee, having Bachelor's Engineering Degree in IT/Computer Engineering or Masters in Computer Application or M.Sc. With PGD in Computer Science.

		30% by promotion from the cadre of Assistant Programmer on seniority-cum-merit basis and should have rendered not less than 7 (seven) years of continuous service as Assistant Programmer.
4.	Assistant Programmer	<p>70% by direct recruitment having B.Sc (IT/Computer Science) or Bachelor of Computer Application or B.Sc. with DOEACC 'A' level/PGDCA from a recognized University with 5 (five) years working experience in the field.</p> <p>30% by promotion from the cadre of Data Entry Operator on seniority-cum-merit basis and should have rendered not less than 5 (five) years of continuous service as Data Entry Operator.</p>
5.	Data Entry Operator	By direct recruitment through Selection Committee, having Bachelor's Degree in Arts/Science/Commerce with Diploma in Computer Applications or a Degree in Computer Applications from a recognized university and should possess a speed of not less than 8000 key depressions per hour and at least 1 (one) year working experience in data entry.

ANNEXURE-I**ANNUAL CONFIDENTIAL REPORT ON GRADE 'A' POSTS
IN THE MEGHALAYA STATE POLLUTION CONTROL BOARD
FOR THE YEAR ENDING _____****PART-I**

Name :
Date of Birth:
Examination passed or Special
Qualification, if any:

Father's Name:
Educational Qualification:
Department:

Period of report:

1. Punctuality:
2. Attendance:
3. Particular kind of class of work on which the individual was employed during the period of report.
4. Conduct:
5. General Intelligence
(Whether average, above average or below average)
6. (a) Trustworthiness
(b) Zeal
7. Business habits
8. General demeanour
9. Performance of duties:
 - (a) Knowledge of the branch/department of which engaged and quality of work.
 - (b) Knowledge of rules, Regulations, Manuals, etc.
 - (c) Capacity for writing and drafting.
 - (d) Capacity for presenting a case with clear, unbiased and logical expression of views.
 - (e) Ability to supervise and manage a Department/ Branch.
 - (f) Whether fit to supervise and manage a Department/ Branch.
10. Special aptitude for any particular department any special work done beyond his routine work that is worth of recognition.
11. Overall assessment and grading – **Outstanding/Very Good/Good/ Average/Below Average.**

Date: _____

Signature
With Name & Designation
Recording Officer

PART-II

(To be filled up by the Reviewing Officer)

Signature
With Name & Designation
Reviewing Officer

Accepting Officer
With Name & Designation

ANNEXURE-II**ANNUAL CONFIDENTIAL REPORT FOR GRADE 'B' POSTS
IN THE MEGHALAYA STATE POLLUTION CONTROL BOARD
FOR THE YEAR ENDING _____****PART-I**

Name :
Date of Birth:
Examination passed
or Special Qualification, if any:

Father's Name:
Educational Qualification:
Department:

Period of report:

1. Punctuality:
2. Attendance:
3. Particular kind of class of work on which the individual was employed during the period of report.
4. Conduct:
5. General Intelligence (Whether average, above average or below average).
6. (a) Trustworthiness
(b) Zeal
7. Business habits
8. General demeanour
9. Performance of duties: -
 - (a) Knowledge of the branch/ department of which engaged and quality of work.
 - (b) Knowledge of rules, Regulations, Manuals, etc.
 - (c) Capacity for writing and drafting.
 - (d) Capacity for presenting a case with clear, Unbiased and logical expression of views.
 - (e) Ability to supervise and manage a Department/ Branch.
 - (f) Whether fit to supervise and manage a Department/ Branch.
10. Special aptitude for any particular department any special work done beyond his routine work that is worth of recognition.
11. OVERALL ASSESMENT: - **Outstanding/Very Good/Good/Average/Below Average.**

Date: _____

Signature
With Name & Designation
Recording Officer

PART-II

(To be filled up by the Reviewing Officer)

Signature
With Name & Designation
Reviewing Officer

Accepting Officer
With Name & Designation

ANNEXURE-III**ANNUAL CONFIDENTIAL REPORT FOR GRADE 'C' POSTS
IN THE MEGHALAYA STATE POLLUTION CONTROL BOARD
FOR THE YEAR ENDING _____****PART-I**

1. Period of report :
2. Full Name :
3. Post held :
4. Department/ Branch :
5. Work in which employed during the period of reports
 - (i) Punctuality :
 - (ii) Attendance :
 - (iii) Intelligence :
 - (iv) Capacity for work and aptitude for Technical and Specialised work :
 - (v) Knowledge of Laws/ Rules and Orders and Secretariat Procedure and their compliance :
 - (vi) Conduct: :
 - (vii) Character with particular reference to reliability and integrity :
6. OVERALL ASSESMENT – **Outstanding/Very Good/Good/Average/Below Average**

Date: _____

Signature
With Name & Designation
Recording Officer

PART-II*(To be filled up by the Reviewing Officer)*

Signature
With Name & Designation
Reviewing Officer

Accepting Officer
With Name & Designation

ANNEXURE-IV**ANNUAL CONFIDENTIAL REPORT FOR THE POST OF TYPISTS
IN THE MEGHALAYA STATE POLLUTION CONTROL BOARD
FOR THE YEAR ENDING _____****PART-I**

1. Period of Report :
2. Full Name :
3. Post held :
4. Department Branch/ Employed: :
5. Works in which employed during the period of report :
 - (i) Punctuality :
 - (ii) Capacity for work :
 - (iii) Attendance, conduct and amenability: :
 - (iv) Character with particular reference to reliability and integrity. :
6. OVERALL ASSESSMENT: - Outstanding/ Very Good/ Good/ Average/ Below Average.

Date: _____

Signature
With Name & Designation
Recording Officer

PART-II*(To be filled up by the Reviewing Officer)*

Signature
With Name & Designation
Reviewing Officer

Accepting Officer
With Name & Designation

ANNEXURE-V**ANNUAL CONFIDENTIAL REPORT FOR THE POST OF DRIVER
IN THE MEGHALAYA STATE POLLUTION CONTROL BOARD
FOR THE YEAR ENDING _____**

1. Name :

2. Post held :

NOTE OF OPINION

3. Attendance :

4. Punctuality :

5. Efficiency :

6. Smartness :

7. Integrity :

8. OVERALL ASSESMENT: - **Outstanding/Very Good/Good/Average/Below Average.**

Signature
With Name & Designation
The Recording Authority

OVERALL ASSESSMENT :

Grading :

Accepting Officer
With Name & Designation

ANNEXURE-VI**ANNUAL CONFIDENTIAL REPORT ON GRADE 'D' POSTS
IN THE MEGHALAYA STATE POLLUTION CONTROL BOARD
FOR THE YEAR ENDING _____**

1. Name :

2. Post held :

NOTE OF OPINION

3. Attendance :

4. Punctuality :

5. Efficiency :

6. Smartness :

7. Integrity :

8. OVERALL ASSESSMENT: - **Outstanding/Very Good/Good/ Average/Below Average.**

Date: _____

Signature
With Name & Designation
Recording Authority

OVERALL ASSESSMENT :

Grading :

Accepting Officer
With Name & Designation

ANNEXURE-VII**GOVERNMENT OF MEGHALAYA
FORESTS & ENVIRONMENT DEPARTMENT**

No.FOR.55/2017/159,**Dated Shillong, the 13th November, 2019**

From: Shri J.P. Lakiang, MCS,
Joint Secretary to the Govt. of Meghalaya,
Forests & Environment Department.

To,
The Member Secretary,
Meghalaya State Pollution Control Board,
Meghalaya, Shillong.

Sub : The Meghalaya State Pollution Control Board Service Regulation, 2016.

Ref : No.MPCB/GEN-23/PT-I/2019-2020/83, dated 23/09/2019.

Sir,

With reference to the subject and letter cited above, I am directed to convey the Government's approval to the Meghalaya State Pollution Control Board Service Regulation, 2019 and to request you to kindly issue the regulation.

Yours faithfully,



Joint Secretary to the Govt. of Meghalaya,
Forests & Environment Department.